

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Department of Public Works. Division of Engineering (1079)  
349 South 200 East, Suite 100  
Salt Lake City, UT 84111

## Records Officer

84297	Action orders and index files
03411	Address file
03426	Capital project status reports
84296	Contract and specification books
03425	Daily testing log
03418	Drainage complaint case files
03428	Drawings
84295	Engineering automated retrieval system
08913	General correspondence files
03410	House number certificates
03409	Index maps
03429	Maps and plats
03414	*Miscellaneous historical books
03408	Official city maps
03415	*Old street profile graphs
03427	Project files
03413	Public information books
08916	Public way work permits
03416	Railroad crossing inventory
08909	Records index
08917	Site locations slides, photographs, and videotapes
03420	Special assessment plats
08921	Special studies
03412	Special studies index
03422	Survey drawings record
03421	Survey field books
03423	Survey field notes
03424	Test reports

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 84297

3

**TITLE:** Action orders and index files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain copies of requests or complaints received by the Community Affairs Office from citizens and are passed on to the division. These requests or complaints concern drainage problems or street conditions which require an investigation or study and response. These forms contain assigned number; date; time; name, address, or phone number of complainant; description of action required; description of action taken; date action taken; whether complainant notified; how, time, and signature of responding person.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division and approved by the Salt Lake Records Committee.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3411

3

**TITLE:** Address file

**DATES:** 1857-

**ARRANGEMENT:** Alphanumerical by address

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This card index is arranged by address and provides a listing of information taken from the House Number Certificates. They are used for reference purposes and document all official city addresses. They include: permit number, location (address), name of owner, date of permit, lots, block, plat, subdivision, section, location of doorway, and remarks. Currently this information is being automated. The computer system will be backed up daily, weekly, and monthly.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1857 through 1988. Retain in Office for 1 month after automated and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This retention is based on the administrative needs expressed by the office. This record series was originally submitted and approved by the State Records Committee in August 1988. It has been resubmitted to recognize the automation of this file and to authorize the transfer of the paper records. This file is one of Salt Lake City's oldest records and documents the growth of the city.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3411

**TITLE:** Address file

(continued)

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3426

3

**TITLE:** Capital project status reports

**DATES:** 1979-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3426

**TITLE:** Capital project status reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 84296

3

**TITLE:** Contract and specification books

**DATES:** 1880-

**ARRANGEMENT:** Numerical by project number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books contain guidelines for individual construction projects. They include: an outline of material requirements and an explanation of materials and manufactured items depicted on related drawings. They are used for reference purposes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1880 through 1900. Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1900 and continuing to the present. Retain in Office for 5 years and then destroy.

**APPRAISAL:**

This retention is based on the administrative needs expressed by the office and their historical value. These volumes are sampled to provide information on early city engineering projects. These contract and specification books provide important information not available in other records for the period from 1880 to 1900.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3425

3

**TITLE:** Daily testing log

**DATES:** i 1981-

**ARRANGEMENT:** Chronological by calendar year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This daily log records various tests performed on and the test results. The log is used as a daily reference tool for telephone inquiries. Includes: date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, cylinder compressive tests).

**RETENTION:**

Retain until project completion and 1 year warranty has lapsed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until project completion and one year warranty lapses and then destroy.



**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3418

3

**TITLE:** Drainage complaint case files

**DATES:** 1980-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

**RETENTION:**

Retain 2 years after resolution of problem.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 3.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after resolution of problem and then destroy.

**APPRAISAL:**

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3418

**TITLE:** Drainage complaint case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3428

3

**TITLE:** Drawings

**DATES:** 1880-

**ARRANGEMENT:** Alpha-numerical and numerical by project number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 6.

**AUTHORIZED:** 07/13/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed provided they have been scanned.

Computer data files: Retain in Office until administrative need ends.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3428

**TITLE:** Drawings

(continued)

**APPRAISAL:**

Administrative Historical

Drawings reflects historically what was built in the public right of way, such as streets, curb and gutter, and storm drains, as well as structures such as government buildings, bridges, and parks. Drawings also reflect existing infrastructure. These records have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 84295

3

**TITLE:** Engineering automated retrieval system

**DATES:** 1986-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated system contains data on city engineering projects. The system was created to speed the retrieval of engineering data for reference purposes. It contains: date project started, project name and number, address, status of project, nature of project, status of project, name of contractor, and completion date. This information may be assessed by any or all of the following: date, project number, project name, and address key or subject. This information is stored on hard disk and is backed up daily, weekly, and monthly.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office permanently or until updated or changed.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 84295

**TITLE:** Engineering automated retrieval system

(continued)

**APPRAISAL:**

Administrative

This information is based on the administrative needs expressed by the office and approved by the Salt Lake City Records Committee.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 8913

3

**TITLE:** General correspondence files

**DATES:** 1975-

**ARRANGEMENT:** Numerical by category

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are transitory general correspondence files. They are maintained by the Engineering Division and concern general engineering, but are not related to any specific city project nor are they administrative in nature.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3410

3

**TITLE:** House number certificates

**DATES:** 1900-

**ARRANGEMENT:** Numerical by permit number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These certificates are required to obtain a building permit. They verify a specific lot has an official address recorded with the city. This information is then transferred to an index for easier access. They include: permit number, location (address), name of owner, date of permit, lots, block, subdivision, section, location of doorway, and remarks.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.



**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3409

3

**TITLE:** Index maps

**DATES:** 1900-

**ARRANGEMENT:** Numerical by category

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are color-coded maps showing work completed on various city projects (i.e., curb and gutter, sewer lines, annexations, council districts). They include: location of project, color coding to depict completed construction (curb and gutter, storm sewer, street construction, city property, annexation, council districts), and project name and title.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Maps: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3429

3

**TITLE:** Maps and plats

**DATES:** 1880-

**ARRANGEMENT:** Numerical by assigned number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are maps and plats of Salt Lake City. They are used for research purposes by the public, other city departments, and title companies. Includes: township and range, rights of way, monument markers, lot measurements, street names, centerline measurements, blocks, subdivision names, etc.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3429

**TITLE:** Maps and plats

(continued)

**APPRAISAL:**

Historical

Both maps and plats are kept permanently in the engineering office. Microfilm is used by researchers and staff, while the originals are used by engineers for precise measurements.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3414

3

**TITLE:** Miscellaneous historical books

**DATES:** 1890-1950.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Historical leather bound department and city annual reports. Used for historical reference and research. Includes: budgets, statistics, activities and accomplishments of department. May also include pictures of construction.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3408

3

**TITLE:** Official city maps

**DATES:** 1985-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a collection of current official city maps showing the general layout of the city. The collection is updated as city ordinances require. They include: city boundaries, streets, parks, city and state buildings, golf courses, railroads, and all areas incorporated by Salt Lake City.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3415

3

**TITLE:** Old street profile graphs

**DATES:** 1900-1945.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 27.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

After careful examination of graphs and discussion with engineers, the graphs have been determined to have no historic value. They are impossible to read, and roads have been resurfaced so many times that the graphs mean nothing.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3415

**TITLE:** Old street profile graphs

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3427

3

**TITLE:** Project files

**DATES:** i 1880-

**ARRANGEMENT:** Numerical by category number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These project files are maintained by the Engineering Division and are used for budget planning and litigation research. They include: correspondence, bids, agreements, engineer's personnel notes, guarantees and warranties, testing reports, reports (daily, monthly, weekly), and permits to work in the public way for city projects such as storm drains, curb and gutter, sidewalk paving extensions, street construction, or repairs or additions to city owned buildings.

**RETENTION:**

Retain 25 years

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in Office permanently.

Computer data files: For records beginning in 1995 and continuing to the present. Retain in Office permanently.



**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3427

**TITLE:** Project files

(continued)

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3413

3

**TITLE:** Public information books

**DATES:** 1935-

**ARRANGEMENT:** Chronological, thereunder alphabetical by title

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

**RETENTION:**

Retain superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 8.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3413

**TITLE:** Public information books

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 8916

3

**TITLE:** Public way work permits

**DATES:** 1930-

**ARRANGEMENT:** Numerical by permit number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are permits for private companies to work on city owned property ("public way") for demolitions, excavations, blasting, crane operation, barricade installation, concrete construction (curb, gutter, or sidewalk), or the moving of heavy equipment. Includes: job address, date, name of owner/agent at job address, name of applicant, phone number of applicant, work order number, mailing address, contractor, contractor's phone number, state license number, state license certification, diagram of work required, checklist of existing utilities and construction, traffic control plan, approximate starting and completion dates, verification of insurance, bonds, and license. Also includes department information such as fee amounts, inspection information, field measurements, acceptance, and approval signatures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after bond expires and then destroy.

Computer magnetic storage media: Retain in Office until updated and then erase.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3416

3

**TITLE:** Railroad crossing inventory

**DATES:** 1984-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

**RETENTION:**

Retain 7 years provided no litigation pending.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 9.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office until administrative need ends. and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3416

**TITLE:** Railroad crossing inventory

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 8909

3

**TITLE:** Records index

**DATES:** 1880-

**ARRANGEMENT:** Numerical by category

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a continually updated index to all official documents, drawings, and maps housed in the Engineering Division. The index is in the process of being computerized. Includes: vault number (designating an official Engineering Record), account number (designating type of record), date entered, and description.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer magnetic storage media: Retain in Office until updated and then erase.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 8917

3

**TITLE:** Site locations slides, photographs, and videotapes

**DATES:** 1960-

**ARRANGEMENT:** Numerical by assigned number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Photographs: Retain in Agency Record Center for 5 years after project completion and one year warranty lapses and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Agency Record Center for 5 years after project completion and one year warranty lapses and then transfer to State Archives.

**APPRAISAL:**



**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 8917

**TITLE:** Site locations slides, photographs, and videotapes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3420

3

**TITLE:** Special assessment plats

**DATES:** 1955-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These plats show the locations of properties that are affected by special assessments. Plats are used for reference and for compiling tax roll sheets. The plats include: footage, actual property lines, township and range, rights of way, monument markers, lot measurements, street names, centerline measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after district is closed out and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Originally approved in August 1986, this record is resubmitted to the State Records Committee to change the office retention from permanent (retain for 10 years and then microfilm and destroy the original) to retain for 5 years after district is closed out and then destroy. The plats are transferred to the State Archives for sampling purposes. These plats document the assessments levied for civic improvements in Salt Lake City.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 8921

3

**TITLE:** Special studies

**DATES:** 1901-

**ARRANGEMENT:** Alphanumerical by number and title

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are a collection of special studies made by the Engineering Division or contracted by city concerning Salt Lake City. Some examples are: 1901--Utah Lake & Jordan River Decree, 1920--Cooperative Smoke Investigation, 1931--Board of Canal President's Report, 1940--Excavation of Drainage Ditches in the Provo Bay Area of Utah Lake, 1953--Foundations Investigation for Capitol Hill Reservoir, the "Flood of 1983," Memory Grove Land Slide Investigation, and Elderly Housing. Includes: special studies, slides, videotapes, and photographs.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Photographs: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 8921

**TITLE:** Special studies

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the administrative and historical needs of the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3412

3

**TITLE:** Special studies index

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by title

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This alphabetical index is used as a cross-reference to the specific year a special study was conducted. It includes: title of study, date of study, type of information included and author, and how information was generated. The index has been automated and the paper index has now become obsolete.

**RETENTION:**

Retain until updated or changed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month after being automated and then destroy.

Computer data files: Retain in Office until updated or changed and then delete.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3412

**TITLE:** Special studies index

(continued)

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office. This record series was originally submitted and approved by the State Records Committee in August 1988. It has been resubmitted to authorize the destruction of the obsolete paper index.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3422

3

**TITLE:** Survey drawings record

**DATES:** 1985-

**ARRANGEMENT:** Numerical by account number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 22.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3422

**TITLE:** Survey drawings record

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3421

3

**TITLE:** Survey field books

**DATES:** i 1979-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books are the original field notes of survey parties daily surveying measurements. The notes are a constant source of information for design surveys, civic improvements, benchmark elevations, property surveys, and for updating measurements, and information on atlas plats. Includes: survey measurements, elevations, grade, with some sketches of the area.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3423

3

**TITLE:** Survey field notes

**DATES:** 1890-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books contain the original field notes of survey parties' daily survey measurements. The notes are a constant source of information for design surveys, civic improvement, benchmarks, elevations, property surveys, and for updating measurements and information on atlas plats. They include survey measurements, elevations, and grade with some sketches of the area.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 23.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Public Works. Division of Engineering

**SERIES:** 3424

3

**TITLE:** Test reports

**DATES:** 1968-

**ARRANGEMENT:** Alphabetical by plant name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on city construction projects. Reports are also used for reference on future city project work. Reports include: date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

**RETENTION:**

Retain until project is completed and 1 year warranty has lapsed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until project completed and one year warranty has lapsed and then destroy.